

## **LOGISTICS SPECIALIST**

**August 29, 2003**

### **a. Position Description**

The Logistics Specialist is responsible for maintaining the equipment cache for the Task Force. The Logistics Specialist reports directly to the Logistics Team Manager.

The Logistics Specialist is responsible for:

- Packaging, transporting, distributing, and the maintenance of the Task Force equipment cache during mission assignments;
- Coordinating with military and/or civilian officials for transportation needs;
- Procuring equipment during the mobilization phase as directed;
- Procuring items on site through coordination with Logistics Team Manager;
- Providing accountability and security of the Task Force equipment cache;
- Maintaining appropriate records and reports;
- Adhering to all safety procedures;
- Performing additional tasks or duties as assigned; and
- Providing maintenance and repairs for all equipment.

### **b. Position Requirements and Criteria:**

Individuals who meet the following requirements and criteria will be eligible to become Logistics Specialists in the DHS/FEMA US&R Response System. The intent of these requirements is to select personnel capable of managing the logistics needs of the Task Force in the urban disaster environment.

The requirements and criteria for the position are identified in the following categories:

- Knowledge
- Skills
- Abilities.

#### Knowledge:

The Logistics Specialist must:

- Have practical knowledge of the terminology and capabilities of all items in the equipment cache;
- Have a comprehensive knowledge of the equipment inventory and tracking procedures as defined in the DHS/FEMA US&R Property Accountability System;

- Be familiar with the weights and volumes of the cache, military and civilian air cargo regulations, equipment fuel requirements, and the environmental limitations of sensitive equipment and supplies;
- Be certified to perform the duties of a shipper of dangerous goods as directed in CFR 49, AFJAM 24-204 IATA; and
- Complete the DHS/FEMA Logistics Specialist Course.

Skills:

See general requirements.

Abilities:

The Logistics Specialist must:

- Have mechanical aptitude and be able to maintain and perform equipment repairs in the field;
- Be able to keep good records and documentation;
- Be able to effectively organize and plan during crisis situations; and
- Be able to communicate effectively orally and in writing.

**c. Operational Checklist**

The purpose of the checklist is to define the duties and responsibilities of the Logistics Specialist during a mission assignment. The list is intended to be a general summary of actions.

It should be understood that:

- Some required actions may not be listed, but must be identified and assumed by this position;
- Some actions may be the primary responsibility of another Task Force position, but may require assistance and coordination from this position; and
- The actions are listed in a general chronological order, but may require deviation.

**(1) Upon Activation/At Task Force Assembly Point:**

- Obtain perishable and other non-cached items through pre-established procedures;
- Obtain and maintain copies of the applicable MSDS for all items in the equipment cache;
- Review the Logistics Specialist Support Kit which includes:
  - ◊ 4 copies of the cache inventory
  - ◊ Maintenance manuals

- ◇ List of cache weights
- ◇ Military manifest
- ◇ 2 copies of the Property Accountability procedures
- ◇ Equipment accountability system
- ◇ Shipper's declaration of dangerous goods; and
- In conjunction with the Logistics Team Manager, coordinate the transfer and loading of the equipment cache for movement to the POD.

**(2) At Point Of Departure:**

- Coordinate the movement and loading of equipment with civilian airport authorities, military loadmaster, and cargo handlers. Obtain and maintain copies of all manifests;
- Provide copies of canine waiver letters to the aircraft loadmaster; and
- Obtain the DoD Flight Manifest Form from the Planning Team Manager and provide it to the aircraft loadmaster.

**(3) In Transit:**

See general operational checklist.

**(4) Arrival at Mobilization Center:**

- Coordinate the off-loading and security of personal gear and Task Force equipment; and
- Coordinate the movement and transportation of the cache to the assigned jurisdiction or incident site.

**(5) On-Site Operations:**

- Track location and availability of special tools and equipment;
- Coordinate the unloading, sorting, and set-up of the equipment cache;
- Establish the equipment cache area within the BoO to include:
  - ◇ Ensure the environmental protection of appropriate supplies and equipment;
  - ◇ Coordinate the appropriation of fuels, compressed air, and medical oxygen;
  - ◇ Make tools and equipment ready for operation;
  - ◇ Provide security for the equipment cache;
  - ◇ Establish work area for maintenance and repair; and
- Provide regular updates to the Logistics Team Manager.

**(6) Reassignment/Demobilization:**

- Assist with the breakdown of the Task Force BoO area;
- Ensure that all cache tools and equipment are inventoried and returned to the cache and prepared for movement;

- Coordinate the packaging, movement, and loading of the equipment cache;
- Report losses or potential maintenance requirements of all tools and equipment; and
- Identify cache rehabilitation requirements to the Logistics Team Manager.